This form must be completed and submitted for each course you completed at the host university. Return this form with all necessary documents for each course, including a reading list and course outline. Please photocopy this form and all supporting documents for each course and keep the photocopies for your personal records.

Note: In order that accurate assessments can be made by the appropriate departments, it is strongly suggested that you provide sufficient information.

COURSE INFORMATION
Course name: ___________________________ Course number: ________________
Department: ___________________________ by host university: ________________
Instructor’s name: ______________________ Instructor’s title: ___________________
Suggested Academic Department at Queen’s to review course information: __________

SCHEDULE
Class start date: ___ / ___ / ___ D D/M M/ Y Y
Class end date: ___ / ___ / ___ D D/M M/ Y Y
Length of course: ____ weeks
Number of lecture hours/week: ____ hours
Number of independent study hours/week: ____ hours
Number of lab/tutorial hours/week: ____ hours

EVALUATION
Describe the method of evaluation used in this course:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

What percentage of the grade in this course is allocated to the following?
Midterm Exam(s): ____ % Assignments: ____ %
Final Exam: ____ % Participation: ____ %
Essays: ____ % Other: ____ %
Projects: ____ %

PREREQUISITES
List academic pre-requisites: __________________________

LEVEL
Is this course considered to be (circle one):
INTRODUCTORY INTERMEDIATE ADVANCED

Detailed course descriptions should include the following information:
• Course objective(s)
• Detailed course outline
• Duration (number of weeks)
• Contact hours/week (Lecture, lab and tutorial)
• Method of evaluation and grading
• Textbooks used
• Amount of credit earned

CHECKLIST
Have you…
• Completed this form entirely
• Attached all of the necessary supporting documents (including a reading list and course outline)
• Attached any other available information on the course or its evaluation.

Return all completed forms and supporting documents in one package to:
International Programs Office
Queen's University
B206 Mackintosh-Corry Hall
Kingston, ON
Canada K7L 3N6
Tel: 613 533-2815
Fax: 613 533-6453

Return all forms and documents as a package at one time. Do not return on a course-by-course basis.